SUMMARY KEYBOARDING COMPETENCY REPORT
FOR BUSINESS CTE INTRO STUDENTS

District					School												Teacher(s)													

Timing Speed*	<25 wam				25 - 32 wam				33 - 40 wam				41-50 wam				51-60 wam				>60 wam				More than 8 Errors			
Technique Level	M	N	P	L	M	N	P	L	M	N	P	L	M	N	P	L	M	N	P	L	M	N	P	L	M	N	P	L
# of Students																												

* WAM:	Report the BEST of the five 3-minute timed writings **with fewer than eight errors.**
TECHNIQUE:	**M** = Mastery: The student knows the keys and keys by touch.
	N = Near Mastery: With more practice, the student will key by touch.
	P = Partial Mastery: The student looks at the keys most of the time.
	L = Minimal Mastery: The student is dependent on looking at the keys.

Total Students Assessed